



June 19th, 2008

To: Area Residential Contractors, Homebuilders, Plumbers, and Mechanical Contractors

Subject: * Amendment to Policy on the Issuance of Residential Temporary Certificates of Occupancy.

* Deposits Now Required for the Issuance of Temporary Certificates of Deposit and to Insure that the Final stabilization of Disturbed Soils is Completed

The Owatonna Building Inspection Division has recently reviewed its policy on the issuance of Temporary Certificates of Occupancy for residential projects. The original T.C.O. policy created April 1st, 2002 by Owatonna Building Inspection Division is hereby modified to read as follows:

A temporary certificate of occupancy (T.C.O) for residential construction will not be issued unless circumstances beyond reasonable control of the contractor are present. Issuance of a T.C.O. is subject to the approval of the Building Official. Prior to the issuance of the temporary certificate of occupancy life safety code related items must be completed and rough grade shall be established to provide positive drainage away from the foundation. Clearance of 6 inches shall be maintained between top of grade to wood such as wood sole plates, sheathing rim joist etc. Erosion control shall be in place consistent with the Owatonna storm water management rules.

The City of Owatonna's recently adopted Stormwater Management Ordinance requires that a final stabilization of any disturbed soil is accomplished in a timely fashion. Final stabilization of a site means that all soil disturbing activities at the site have been completed and that a uniform perennial vegetative cover with a density of 70 percent of the cover for unpaved areas and areas not covered by permanent structures has been established or equivalent permanent stabilization measures have been employed.

Deposits Required

Temporary Certificates of Occupancy and/or the final stabilization of a site will require a deposit as part of the building occupancy approval. To insure that unfinished items listed in the erosion control permit, and T.C.O. when applicable, are completed in the stated time period the city will require that persons requesting occupancy of a building remit to the city a cash deposit in an amount determined by the Building Official (\$5,000) to be held as a guarantee that those items will be completed and final approvals obtained from the city. Such funds will be held by the city until completion of those listed items. Upon completion the deposit will be returned to the applicant. If applicant fails to complete the items in the stated period of time the city shall use those funds to offset costs incurred in pursuing the completion of those items. The city shall document those charges and withdraw funds from the deposit bi-weekly until such funds are expended or compliance is achieved. The applicant shall be notified of any such withdrawals. The applicant may request an extension of the completion date from the Building Official if weather related or personal circumstances justify it. The applicant may appeal the Building Official's decision for extension to the Community Development Director, City Administrator, or City Council. It is the responsibility of the contractor to schedule re-inspection of the items noted in the erosion control permit and/or T.C.O.

Please note that final inspections should be scheduled at least 3 days prior to real estate closings to allow time for corrections and re-inspection. The Building Inspection Division cannot be responsible for any effect a failed inspection may have on a closing.

Should you need assistance regarding these policies please contact the Building Inspection Division at **507-444-4370**.